

**LEE COUNTY DEPARTMENT OF SOCIAL SERVICES**  
**POSITION ANNOUNCEMENT**

**POSTING:** INSIDE-OUTSIDE DSS POSTED 9/9/2015  
**POSITION:** IM CASEWORKER III (Adult Medicaid)  
**DATE AVAILABLE:** January 18, 2016  
**SALARY/GRADE:** GRADE 65 --- **\$36,296 STARTING SALARY**  
RANGE \$36,296-\$50,815

**DUTIES/RESPONSIBILITIES:** This position is one of nine (9) workers assigned to administer the eligibility process in Adult Medicaid and sub-programs. Included in the Adult Medicaid are MAA, MAD, and MQB. The primary purpose of this caseworker is to determine eligibility for Long Term Care (nursing home, CAP and PACE). This worker is responsible for responding to referrals, applications and inquires pertaining to nursing home, CAP and PACE. This worker is responsible for interviewing, investigating, processing new applications, and re-applications for nursing home, CAP and PACE. This worker is also responsible for re-determining eligibility for PACE, CAP and nursing home on-going cases and reacting to changes as necessary. This worker must respond appropriately to questions and concerns of clients and family members as well as address changes, changes in reserve, income, living arrangements and any other factors affecting eligibility. As the primary LTC worker this worker must respond to walk-in applications, referrals, telephone referrals, or hospitalized applicants. This worker completes SSI Exparte reviews and also is the backup for Special Assistant.

**KNOWLEDGE, SKILLS, and ABILITIES:** The worker must have the ability to read and comprehend rules and regulations and interpret vague and often changing policies and guidelines pertaining to eligibility programs. This worker must possess good computer skills and knowledge and be able to navigate in the NCFAS state eligibility computer system. Must be able to communicate with people of varied social, economic and educational backgrounds to obtain pertinent data and verify information in determining eligibility. Must be able to determine needs of applicants and make referrals for other agencies. This worker must also be able to work with facts and figures and perform tasks involving a high degree of accuracy, perform work involving careful review and work of a computational nature and communicate effectively with other agency personnel to gather and verify information. The worker must possess qualities of patience and tolerance in adverse and frustrating conditions, have good organizational skills and be able to execute work efficiently.

**MINIMUM EDUCATION/EXPERIENCE:** Two years of experience as an Income Maintenance Caseworker II or higher. There is no substitution for the experience as an Income Maintenance Caseworker at the II level or higher.

Preference will be given to those individuals with current Adult Medicaid experience to include Intake and processing for long term care and NCFAS training and knowledge.

Employees may be called upon in case of disaster, either natural or man-made, to serve the citizens of Lee County. This service, if required, will take precedence over duties described in this position vacancy announcement.

**CLOSING DATE FOR TRANSFERS: September 29th, 2015 at 5:00 PM.**

Submit a completed **State Application, PD 107 FORM** to the attention of Lee County Department of Social Services Personnel Office, 530 Carthage Street, PO Box 1066, Sanford, NC 27331. **NO RESUMES ACCEPTED UNLESS A COMPLETED STATE APPLICATION FORM IS ATTACHED.**

Pre-employment drug screening required.  
EQUAL OPPORTUNITY EMPLOYER